

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7 - 22, 32, 33, 36 and 39.)

1. Actions Requested Recruit (Term)		2. Request Number WM-10-044
3. For Additional Information Call (Name and Telephone Number) Vanessa Felton @ 404-562-9365 / Lynn Dumas @ 404-562-8149		4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) James D. Giattina, Director WPD <i>James D. Giattina</i> 2-10-10	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Iris J. Ashmeade, Acting Human Resources Officer	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)		2. Social Security Number	3. Date of Birth	4. Effective Date
FIRST ACTION		SECOND ACTION		
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority	
7. FROM: Position Title and Number		15. TO: Position Title and Number Life Scientist/Env. Scientist/Ecologist		
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	
14. Name and Location of Position's Organization		22. Name and Location of Position's Organization US EPA Region 4 Water Protection Division Wetlands, Coastal and Oceans Branch - 90445103 Atlanta, GA		
16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award
20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date	32. Work Schedule F Full-Time	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E E - Exempt N - Nonexempt	36. Appropriation Code 1011/B/04W/403BE2C 100%	37. Bargaining Unit Status 7777
38. Duty Station Code 13-0280-121	39. Duty Station (City - County - State or Overseas Location) Atlanta, Fulton, Georgia		
40. Agency Data	41.	42.	43.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class
49. Citizenship 1 - USA 8 - Other		50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office / Function	Initials / Signature	Date	Office / Function	Initials / Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE SIDE

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
(If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day -- midnight -- unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

United States Environmental Protection Agency
Federal Facilities Branch
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW, Atlanta, GA 30303-8960

MEMORANDUM

DATE: October 8, 2009

SUBJECT: Justification for term/temp position for Region 4

FROM: Iris Ashmeade, Acting Chief, Office of Human Capital Management and Workplace Innovations, Region 4

TO: Deirdre Overbey, Shared Service Center Merit Promotion Program

Region 4 requires a Life Scientist/Ecologist/Environmental Scientist for a term appointment to serve as an Aquatic Biologist for a new Mining Section within the Water Protection Division. The position is a term appointment because it is unclear at this point whether funding will remain available for the position beyond FY 2011. It is anticipated that the surface mining work will decline over time and the position will not be needed in the future.

Gail Mitchell for Tom Wellborn 10-09-09

Gail Mitchell for 10-09-09

Approve: _____

Date: _____

Disapprove: _____

Date: _____

EPA Order

3110.20

Approval Date: 11/14/2002

Review Date: 11/14/2005

FORM 1: Determination for payment of relocation expenses

Life Scientist/Ecologist

Position: Environmental Scientist Vacancy announcement #: _____

Organization: Water Protection Division Location (city, state): Atlanta, GA
In determining whether payment for relocation expenses would be in the Government's interest for an employee or outside candidate selected to fill the position listed above, I have considered the factors listed below.
[Check off and add comments as appropriate]

- _____ 1. Labor market conditions, locally and elsewhere Comment: _____
- ____X____ 2. Availability of resources to pay relocation expenses Comment: Adequately skilled and diverse pool of candidates exists locally.
- ____X____ 3. Past recruitment experience with similar vacancies Comment: _____
- _____ 4. Time constraints related to filling the vacancy Comment: _____
- _____ 5. Diversity concerns related to filling the vacancy Comment: _____
- _____ 6. Other (specify) _____ Comment: _____
- _____ 7. Other (specify) _____ Comment: _____

Based on my consideration of the above factors, I have concluded that:
_____ [initial] It is in the Government's interest to pay relocation expenses. Payment of relocation expenses will assist in attracting qualified candidates.
____X____ [initial] It is not in the Government's interest to pay relocation expenses. Payment of relocation expenses is not necessary to attract qualified candidates.

The vacancy announcement and any other solicitation for this position will be consistent with the determination initiated above. A statement consistent with this determination will be included in the vacancy announcement for this position and in any related publications or documents.

Name: Paul Mitchell Date 10-29-05
[signature]

Title: Division Director Office/code: Water Protection Division

[This form may be amended locally to include separate signature lines documenting the recommendation, decision, and/or concurrence of specific management officials.]

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)						3. Service		4. Employing Office Location Atlanta GA		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt						8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review													
d. First Level Review													
e. Recommended by Supervisor or Initiating Office		Env/Life Scientist/Ecologist				GS				12			
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment US EPA Region 4						c. Third Subdivision							
a. First Subdivision Water Protection Division						d. Fourth Subdivision							
b. Second Subdivision Wetlands, Coastal and Oceans Branch						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor Thomas Welborn, Chief Wetlands, Coastal and Oceans Branch						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) James D. Giattina, Director Water Protection Division							
Signature _____ Date 2/1/10						Signature _____ Date 2-10-10							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature _____ Date _____													
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor		lu		2/10/10						sam		2-10-10	
c. Classifier													
24. Remarks													

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

POSITION DESCRIPTION
Statement of Differences

Interdisciplinary, GS-12 TEMPORARY POSITION

0401 Life Scientist

1301 Environmental Scientist

0408 Ecology

The incumbent serves as an aquatic stream biologist/aquatic stream ecologist with specialized knowledge of high gradient stream systems in the Wetlands, Coastal and Oceans Branch. The incumbent works with Branch staff to assess water quality conditions in streams impacted by mining and other land use activities, as well as determine anticipated impacts from proposed mining projects. The incumbent will recommend methods to avoid and minimize impacts, assist in the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland management. The incumbent is responsible for managing administrative and environmental protection work that includes technical, communication, and programmatic duties.

Duties and responsibilities are essentially the same as described at the GS-13 level, except for the following factors. The incumbent for this position will work at a lesser level of independence and authority. Assignments for this position will be less controversial. The incumbent will receive guidance and direction from more senior staff and management.

Factor 3-3 Guidelines 275 points

The scientist evaluates, interprets, selects, and applies guidelines to specific cases and requirements; and adapts and modifies existing guides in applying established methods and practices to new situations or in relating new assignments to precedent ones.

Factor 5-3 Scope and Effect 150 points

The purpose of the position is to assess water quality conditions in streams impacted by mining and other land use activities; to determine anticipated impacts from proposed mining projects; and to recommend methods to avoid and minimize impacts, assist in the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland management. The work performed comprises the basis for pollution abatement efforts in assuring conformity to national and regional regulations and guidelines established for the protection of the environment and the health and safety of residents within the eight states of Region 4. The incumbent's recommendations and decisions impact agency, state, and local water quality management programs, and environmental objectives.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)						3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Atlanta GA		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt						8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code			
15. Classified/Graded by						Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review													
d. First Level Review													
e. Recommended by Supervisor or Initiating Office						Env/Life Scientist/Ecologist		GS				13	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment US EPA Region 4						c. Third Subdivision							
a. First Subdivision Water Protection Division						d. Fourth Subdivision							
b. Second Subdivision Wetlands, Coastal and Oceans Branch						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor Thomas Welborn, Chief Wetlands, Coastal and Oceans Branch						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) James D. Giattina, Director Water Protection Division							
Signature _____ Date _____						Signature _____ Date _____							
[Signature] 2/10/10						[Signature] 2-10-10							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature _____ Date _____													
23. Position Review													
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks													

25. Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION

Interdisciplinary, GS-13 TEMPORARY POSITION
0401 Life Scientist
1301 Environmental Scientist
0408 Ecology

Position Number:
Organizational PD Code:

BACKGROUND: Wetlands, Coastal and Oceans Branch, Water Division, Region 4, United States Environmental Protection Agency, Atlanta, Georgia. The Branch is responsible for the wetlands and marine regulatory for Region 4. The wetland regulatory program oversees the Clean Water Act Section 404 permitting program, works with the state agencies and United States Corps of Engineers involved in stream and wetland protection and restoration, and implements and coordinates partnership activities to preserve, restore and enhance wetlands and streams. The wetland regulatory program provides assistance and direction to states, federal agencies and tribes on technical and programmatic aspects of wetland and stream management practices and coordinates national and regional policy for the program, all within the context of watershed management.

INTRODUCTION: The position is an aquatic stream biologist/aquatic stream ecologist with specialized knowledge of high gradient stream systems in the Wetlands, Coastal and Oceans Branch. The incumbent works with Branch staff to assess water quality conditions in streams impacted by mining and other land use activities, as well as determine anticipated impacts from proposed mining projects. The incumbent will review chemical and biological monitoring data and reports and investigate coal mining and other impacts to stream biota within the context of watershed management and restoration. The incumbent will recommend methods to avoid and minimize impacts, assist in the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland management. The incumbent is responsible for managing administrative and environmental protection work that includes technical, communication, and programmatic duties.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs work to support the Clean Water Act Section 404 permitting program, monitoring, data analysis and protection in Region 4's rivers, streams and wetlands. Reviews Section 404 and Surface Mining Control and Reclamation Act (SMCRA) permits to determine mining impacts on the aquatic environment. Makes recommendations to avoid and minimize impacts to the aquatic environment and waters of the U.S. Makes water quality recommendations to protect designated uses and improve habitat. Coordinates with the Clean Water Act Section 402 NPDES permitting program for proposed projects that require involvement by both programs. Assists in and makes recommendations for the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland management. Works closely with state agencies involved in mining-related environmental management issues.

Reviews mine reclamation and stream and wetland restoration plans. Determines if proposed mitigation adequately compensates for impacts. Recommends ways to improve mitigation to benefit aquatic communities and diversity within a watershed context.

Analyzes water quality by investigating fish, amphibian, macroinvertebrate and/or plankton populations and comparing them with the expected norm. Analyzes the composite bottom fauna community.

Plans, coordinates, and conducts field sampling or studies using a variety of standard methods, procedures, and techniques. Compiles, analyzes and interprets field and laboratory biological and chemical data, and reports conclusions.

Addresses industrial, educational, governmental, business and other sectors on matters dealing with water pollution and aquatic biology.

Plans special surveys to assess stream and wetland condition, measure the influence of pollutants on the aquatic environment and investigate samples to identify the existing populations of aquatic biota in an aquatic environment. Becomes an expert with the various State stream and wetland assessment methodologies for assessing stream and wetland condition, and recommends protocol improvements that incorporates the best state-of-the-science methodologies.

Operates, calibrates and maintains specialized scientific equipment used in aquatic biology. Uses basic GIS skills to generate GIS products helpful to determining cumulative impacts in a watershed context.

Investigates non-point and point source adverse impacts to stream biota and recommends methods to reduce impacts.

Prepares periodic and/or special technical, scientific reports and articles. Integrates knowledge of sciences, computer sciences, remote sensing, and/or data management to perform complex and detailed multi-media, geo-referenced analyses with state-of-the-art computer systems.

Performs program administration work, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties. The incumbent serves as technical contact on state or tribal grants or contracts related to these duties.

Confers with regional attorneys on permitting actions and litigation involving the wetlands and stream programs, providing technical data and reports, as needed. Notifies the wetlands and stream enforcement programs of potential permit compliance violations and enforcement cases.

Program/Project Management

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Using established EPA protocol, reviews, analyzes, and recommends

modifications of routine projects or portions of complex plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of state or federal environmental programs. Develops and analyzes data and prepares reports regarding implementation by state, local and/or tribal environmental protection programs.

Performs program administration work or environmental liaison work in order to accomplish the assigned environmental management and protection duties.

Scientific and Technical Analysis

Uses analytical methods and techniques to analyze a wide range of scientific, legal, environmental protection, and/or environmental management issues. Using standard analyses and field studies, provides technical assistance regarding data review, quality assurance and sampling techniques to Regional staff, state and local agencies, private industry, and the general public. Prepares reports defining results of analyses, stating results and making recommendations as appropriate.

Regulation Review/Implementation

Reviews and implements environmental standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develops quality assurance guidelines to establish data quality.

Factor 1-6 Knowledge Required by the Position 950 Points

Knowledge, experience and education should include aquatic stream biology and/or stream ecology, fish biology, aquatic entomology, hydrology and water chemistry.

Knowledge of stream biocriteria, water quality sampling and stream and wetland habitat assessment methodologies.

The position requires knowledge of applicable environmental statutes and regulations. Basic knowledge of Clean Water Act (CWA) programs, such as wetlands and streams (Section 404); the CWA 401 programs related to the state water quality agencies' water quality certification programs; the National Pollutant Discharge Elimination System (Section 402); the Water Quality Standards Program; activities as established by CWA Section 303 of the Clean Water Act; and the Surface Mining Control and Reclamation Act (SMCRA).

Knowledge of federal, state, and local laws and regulations, documentation and reporting requirements, and lawmaking or rule making processes.

Factor 2-3 Supervisory Controls 275 points

The supervisor makes assignments in the form of broad functional responsibilities with broad objectives. The scientist independently plans and carries out assignments through to completion,

and resolves problems in accordance with accepted practices. Completed work is reviewed for technical soundness, appropriateness, and conformance with policy and objectives.

Factor 3-3 Guidelines 275 points

The scientist evaluates, interprets, selects, and applies guidelines to specific cases and requirements; and adapts and modifies existing guides in applying established methods and practices to new situations or in relating new assignments to precedent ones.

Factor 4-3 Complexity 150 points

Assignments involve the interpretation and implementation of policy and program directives that generally require supplementation to provide adequate coverage for a range of subjects involving public safety and welfare, and the protection of natural resources. Individual assignments typically involve complex features, requiring modification or adaptation of conventional practices and criteria.

Factor 5-3 Scope and Effect 150 points

The purpose of the position is to assess water quality conditions in streams impacted by mining and other land use activities; to determine anticipated impacts from proposed mining projects; to review chemical and biological monitoring data and reports and investigate coal mining and other impacts to stream biota within the context of watershed management and restoration; and to recommend methods to avoid and minimize impacts, assist in the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland management. The work performed comprises the basis for pollution abatement efforts in assuring conformity to national and regional regulations and guidelines established for the protection of the environment and the health and safety of residents within the eight states of Region 4. The incumbent's recommendations and decisions impact agency, state, and local water quality management programs, and environmental objectives.

Factor 6-3 Personal Contacts 60 points

Contacts are with a wide range of professional and administrative personnel throughout the Agency, at other Federal Agencies, in state and local government, Tribal government, private industry, academia, environmental advocacy groups, and in some cases, the media and elected officials.

Factor 7-3 Purpose of Contacts 120 points

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems dealing with others who are working toward mutual goals.

Factor 8-1 Physical Demands 5 points

The work is primarily sedentary office work, however physical effort will also be required, including field work. The work will require some travel.

A current valid state driver's license is required.

The employee must successfully complete 24 hours of classroom safety training and must hold regional certification that she/he has met this requirement. The employee must take 8 hours of refresher safety training each year.

Factor 9-1 Work Environment 5 points

Work is typically performed in an adequately lighted and climate controlled office. Will require some travel. There may be occasional exposure to moderate risks or discomforts due to field work associated with mining and other land use sites.

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name			This position has no extramural resources management responsibilities.
Position Number		x	Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Scientist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
	Life Scientist		
	Ecologist		
Series/Grade	GS-1301/0401/0408		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	WPD/UCOB		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	<i>[Signature]</i>	Date	10/8/09
Personnel Specialist's Signature		Date	

Part 1. Contracts Management Duties

Pre-award:				Monitors management and performance of delivery orders/work assignments after award	
	Plans Procurements			Defines scope of work for work assignments	
	Estimates Costs			Approves payment requests of ACH drawdowns	
	Obtains funding commitments			Manages cost-reimbursement contracts	
	Prepares procurement requests			Reviews invoices	
	Writes statements of work			Inspects and accepts deliverables	
	Reviews statements of work			Other (list)	
	Processes unsolicited proposals				
	Responds to pre-award inquiries				
	Participates in pre-award conferences			Close-out:	
x	Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed	
	Participates in debriefing/protests			Reconciles payments with work performance	
	Other (lists)			Closes-out payments	
				Performs cost accounting	
Post-award:				Provides assistance to Contracting Officer in settling claims	
	Prepares delivery orders			Other (list)	
x	Reviews contractor work plans				
x	Reviews contractor progress reports				
	Monitors government-furnished property			Percentage of Time Spent on Contracts Management	
	Monitors cost, management, and overall technical performance of contract after award			3	%

Continued

Part 2. Grants/Cooperative Agreements Duties		Advises Grants Management Office of potential problems/issues
Pre-application/Application:		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement
Negotiates level of funding		Other (list)
Conducts site visits to evaluate program capability		Close-out:
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely
Informs applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Other (list)		Reconciles payment with work performed
Award:		Notifies recipient of close-out requirements
Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out
Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations
Reviews/concurs in completed document		Other (list)
Establishes project file		
Other (list)		
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management
Monitors recipient's activities and progress		
x Reviews reports and deliverables and notifies recipient of comments		<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> / <div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> %
x Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties		
Pre-Agreement:		Monitors cost management and overall technical performance
Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list)
Writes or reviews scope of work		
Responds to pre-agreement inquiries		Close-out:
Participates in pre-agreement conferences		Reviews final report
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Prepares funding package and obtains necessary concurrences		Certifies deliverables
Other (list)		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
Project Management/Administration:		Percentage of Time Spent on Interagency Agreements Management:
Reviews progress reports/financial reports		<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> %

STAFFING REQUISITION

Print Form

Our Online Automated Recruitment System (EZ-Hire) electronically prescreens candidates and ranks them according to specified criteria.

Your success in attaining high quality candidates using EZ-Hire will be based largely on the time you spend with your Human Resources (HR) Specialist during the pre-recruitment process. Please consult with your HR Specialist on the items that follow.

SF-52: WM-10-ATZ 044 Organization: WPD/WCOB

Selecting Official's Name: Tom Welborn

Phone Number (404) 562-9354

Fax Number (404) 562-9343

Subject Matter Expert's Name: Eric Hughes

Phone Number (904) 232-2464

Fax Number (904) 232-1888

Position Description: Before recruitment can be initiated, you need to develop a Position Description (PD) that accurately reflects the duties and responsibilities of the job to be filled. PD's that were previously classified may also be used (submit the old PD coversheet).

Job Title: Env/Life Scientist/Ecologist

Series: 1301/0401/0408

Grade(s): 12/13

Position Was Occupied By (Name):

Position Number:

Vacancy Identified in Succession Management Plan: ☐

Vacancy Aligned with Agency Human Capital Goals: ☐

Duty Station: Atlanta, GA

List Multiple/Other Locations:

#Positions to Fill: 1

Promotion Potential: GS-13

Work Schedule: Full-Time

If Part-time, Hours/week:

Position Type:

Term

NTE: NTE 2 yrs

Type of Vacancy Announcement - Select One

Merit Promotion:

Delegated Examining:

Delegated Examining - Open to any United States Citizen - Nationwide

Name Request (DE only):

Attach Resume and
Transcripts (if applicable)

Other:

Information on Types of Announcements

Merit Promotion - Open only to applicants who have served on permanent, competitive service appointments or certain non-competitive appointing authorities. Certain Veterans may also apply, but do not receive preference points and selection priority. No one else is eligible to apply. Eligible candidates compete under EPA's Merit Promotion Plan procedures.

Delegated Examining - Any United States Citizen may apply. Positions are advertised under guidelines of the Delegated Examining Agreement between EPA and the Office of Personnel Management (OPM), and constitute Federal Examining Procedures. Federal employees may also apply on these announcements, but if selected, may be required to complete a new probationary period. Veterans receive preference points and have selection priority.



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

SF 52 Checklist

SF 52 Request #: WAF-10-044

Position Title/Series: L. P. Jones, Director / 100-9151

Entry Grade(s)/Full Performance Level of Position: GS-12/13

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): _____

INSTRUCTIONS: This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 100 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been pre-designated? Yes ☐ No ☐

If you answered "Yes," please skip all remaining questions, sign and date the form.

- | | |
|---|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk) | <input type="checkbox"/> Contract Specialist (Moderate Risk) |
| <input type="checkbox"/> Remedial Project Manager (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk) |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input type="checkbox"/> Inspector (Moderate Risk) | <input type="checkbox"/> Attorney (Moderate Risk) |
| <input type="checkbox"/> Criminal Investigator (High Risk) | <input type="checkbox"/> Deputy Division Director (High Risk) |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk) | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk) |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk) | |

Directions for Questions 1-13: Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☐ No ☐

- | | |
|--|---|
| <input type="checkbox"/> Secret | <input type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret | <input type="checkbox"/> Audits |
| <input type="checkbox"/> Personally identifiable information | <input type="checkbox"/> Investigations |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> EPA's financial resources/records |
| <input type="checkbox"/> Confidential business information | |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☐

What hazardous materials are involved? _____

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety: Yes ☐ No ☐

(3) Supervision level received:

- ☐ Close supervision
☐ General supervision
☐ Administrative only

Work is reviewed:

- ☐ While in progress
☐ Only after completion

Administrative controls are in place: Yes ☐ No ☐

What are they? _____

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☐

What actions? _____

What amount of funding? _____

What is the financial limit? _____